



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 8011.1
N414
APR 17 2004

NETC INSTRUCTION 8011.1

Subj: NAVAL EDUCATION AND TRAINING COMMAND CONVENTIONAL
ORDNANCE PROGRAM GUIDANCE

Ref: (a) NAVSUP P-724, Rev. 6
(b) OPNAVINST 8015.2A
(c) NAVSUP Publication 409 (Rev. 10/85)
(d) NETCINST 4614.1
(e) NAVSUP Publication 485, Vol. II

Encl: (1) Fiscal Year (XXXX) NCEA Expenditure Summary Report
Format
(2) NCEA Midyear Review Format
(3) Format For Requesting NCEA Changes

1. Purpose. To provide policy and guidance on the Naval Education and Training Command (NAVEDTRACOM) Conventional Ordnance Program for all NAVEDTRACOM activities that use ordnance (live and inert) to support formal training.

2. Cancellation. CNETINST 8011.1D; CNET Reports 8011-1, 8011-2, 8011-3, 8011-4, and 8011-5.

3. Discussion. References (a) through (e) issue the regulations and procedures for all NAVEDTRACOM activities that have a Training and Testing Requirement (TTR) for expendable and non-expendable ordnance.

4. Scope. This instruction applies to all NAVEDTRACOM personnel (military and civilian) whose duties include evolutions or tasks involving ordnance. The general term "ordnance" includes small arms ammunition, explosives, pyrotechnics, incendiary devices, and any item with a Navy Ammunition Logistics Code (NALC), whether "live" or "inert."

5. Action

a. Commander, Naval Education and Training Command (NETC)

(1) Provide policy and guidance for the Conventional Ordnance Program throughout the NAVEDTRACOM.

(2) Coordinate the issuance of ordnance to subordinate activities with validated requirements in support of training and qualifications.

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(3) Review, evaluate, and monitor the Conventional Ordnance Management Program.

(4) Establish and monitor Inventory Accountability Programs within subordinate commands, and issue implementing guidance to ensure compliance with key inventory accountability events and performance standards.

(5) Sub-allocate the current Fiscal Year Non-Combat Expenditure Allocation (NCEA) to activities based on the NCEA received from Chief of Naval Operations (CNO).

(6) Keep the chain of command advised of any issues that may impact delivery of training.

b. NAVEDTRACOM Activities/Training Sites

(1) Ammunition Program Manager. Designate a program manager for conventional ordnance and submit name, code, mailing address, telephone, facsimile (FAX) number, and E-Mail address to NETC (N414) by 30 July of the current fiscal year or whenever changes occur.

(2) Ammunition Transaction Report (ATR). Submit an ATR after any expenditure of ammunition as required by reference (a). Provide information copy to NETC (N414) as well as other commands within your specific chain of command.

(3) Correspondence. Include a point of contact, code, phone number, FAX number, and E-Mail address on all correspondence pertaining to NETC's Conventional Ordnance Program.

(4) Requirements for Ammunition (CRAMMO). Use the CRAMMO Program to update the activity TTR. The CRAMMO program is designed to help NETC justify ordnance requirements to the OPNAV sponsor for each applicable cognizant item. Justification based on curricula requirements, Navy instructions, operational needs, etc., form the basis for receiving sufficient allocation of ordnance from CNO to meet NETC's training mission. Each activity's CRAMMO is rolled up into a total NETC requirement.

(5) End of Year Summary. Submit, no later than 15 October, an NCEA expenditure summary report to NETC (N414) for the previous fiscal year using the format provided in enclosure (1).

(6) Internal Distribution. Ensure the local internal distribution allows the program manager receipt of all conventional ordnance correspondence.

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(7) Inventory Accuracy Program. Appoint an Inventory Accuracy Officer who shall manage the activity inventory accuracy program.

(a) Per reference (b), all naval activities that procure, manage, store, or use Navy-owned conventional ammunition shall prepare an inventory checklist monthly and retain for a period of 3 years.

(b) A checklist has been developed to assist in conducting inventory management self-assessments. It can be located at <https://www.nalc.navy.mil>. Locate by selecting "library," then "data integrity." A copy of the checklist is also available as attachment 6-1 to reference (a).

(8) Midyear Review. Submit a midyear review report of expenditures versus allocations to NETC (N414) by 15 March of the current fiscal year using enclosure (2) as a guide.

(a) The review should identify NALC quantities not expended because of lost opportunities, range availability, weather conditions, student load decreases, etc. Identifying these quantities may be reason to adjust your allocations for the remaining fiscal year only, not outyears. This unused allocation can be reallocated elsewhere within the NAVEDTRACOM or identified to OPNAV to fill Navy shortfalls. This information also contributes to more accurate forecasting of production quantities.

(b) Negative responses are required.

(9) NCEA

(a) Do not expend more NCEA than allocated by NETC. Having ammunition in inventory does NOT mean it can be expended without the appropriate allocation/approval.

(b) Do not use any ammunition unless it is part of the annual NCEA or is on the approved base service allowance.

(c) Maximize use of oldest manufactured and/or obsolete substitute items so that the older inventory may be purged and newer items procured per CNO's First In, First Out (FIFO) policy.

1. The Naval Ammunition Logistics Center (NAVAMMOLOGCEN) Inventory Manager (IM) supports the FIFO policy with NALCs in condition codes "B" and "C." The Naval Surface Warfare Center, Crane Division (NAVSURFWARCENDIV Crane) has certified these to meet safety criteria.

2. Whenever possible, the IM will issue condition code "E" material for immediate training expenditure when it meets safety criteria but has cosmetic defects. Any

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activities' refusal of condition code "E" material will be referred to NETC (N414) for adjudication.

(d) Do not carry over previous fiscal year unexpended allocation into the current fiscal year.

(e) Submit request for NCEA changes using the format provided in enclosure (3). NETC will validate requested changes with the appropriate command having control of curricula.

(10) Requests for Ammunition from Outside Activities. Forward requests for ordnance received from any organization or person to NETC (N414) for review and approval.

(11) Requisitions. Submit requisitions using guidance contained in reference (a). The following information is provided:

(a) Retail Ordnance Logistics Management System (ROLMS) Users

1. Use Content Indicator Code "ZYUW" or "NBAT" and Routing Code "RULSAMB".

2. Address your MILSTRIP naval message:

TO RULSAMB/NAVAMMOLOGCEN MECHANICSBURG PA//431//
INFO NETC PENSACOLA FL//N414//
NAVAMMOLOGCEN AMMOLANT NORFOLK VA//003// **or**
NAVAMMOLOGCEN AMMOPAC SAN DIEGO CA//003//

3. Use Document Identifier Code "AØ" vice "AO". Ensure use of numeric Ø vice the letter "O".

4. **Don't** use punctuation in the "FM", "TO", or "SUBJ" lines of the naval message.

5. **Don't** use the word "CODE" in the "FM" or "TO" lines.

6. **Don't** mix MILSTRIPs and ATRs in the same message.

7. **Don't** include "POC" in the remarks section message.

8. **Don't** use slashes in the remarks section of the message.

(b) Requisitions in English (RIE). This is a simple, plain language method used to requisition conventional ammunition via naval message. The RIE is used only for Priority 3 or higher requisitions, which MUST have approval from NETC (N414).

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(c) MILSTRIP Priority

1. All requisitions must contain a MILSTRIP priority and a Required Delivery Date (RDD). The RDD must be appropriate for the priority designation to ensure adequate lead-time for processing and delivery.

2. Determine the appropriate priority designator by combining the assigned Force Activity Designator (FAD) and the corresponding Urgency of Need Designator (UND), as found in references (c) and (d).

3. With proper planning, priority 15 should be the highest priority needed to ensure assets are received in time. Approval must be obtained from NETC (N414) for use of higher priority.

(d) Project Codes. There are two main project codes for NETC activities to use when requisitioning NCEA items: 824 and 876.

1. Project code 824 was approved for NAVEDTRACOM technical training courses that produce a Navy Officer Billet Code and/or a Navy Enlisted Classification. It is contained in Appendix 6 to reference (e). This code receives a higher priority than project code 876 and should be used for ordering ammunition for curricula support.

2. Project code 876 is used for routine ammunition requirements based on the activities' NCEA.

(e) Follow-up. Activities submitting ammunition requisitions are to conduct a follow-up 10 days after initial submission of the requisition. This action should prevent last-minute requests to increase the priority because of non-receipt of assets.

1. Activities east of the Mississippi River and in Texas call NAVAMMOLOGCEN AMMOLANT NORFOLK VA at 1-800-600-AMMO(2666); DSN: 953-4699; COM: (757) 887-4699; FAX DSN: 953-4899; FAX COM: (757) 887-4899.

2. Activities west of the Mississippi River call NAVAMMOLOGCEN AMMOPAC SAN DIEGO CA at DSN: 735-8454; COM: (619) 545-8454; FAX DSN: 735-8505; FAX COM: (619) 545-8505.

(f) Next Fiscal Year Preparation. Submit a requisition during the current fiscal year in sufficient time to receive the necessary ammunition to meet the first scheduled training requirement after 1 October of the next fiscal year. The remarks section of the requisition must contain a statement that "the requirement is for supporting fiscal year XXXX training."

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(12) NAVSEA 30,000 Series Allowance. Follow procedures in chapter five of reference (a). Request changes to the ammunition service allowance as they occur. Submit by naval message to: NETC PENSACOLA FL//N414// with info copy to appropriate chain of command. **CAUTION:** This allowance is **CONFIDENTIAL** and all correspondence must be stamped and handled as such.

(13) TTR. A TTR must be submitted, using CRAMMO, no later than 30 July of the current fiscal year.

(a) The TTR must be supported by criteria requirements such as average student loads, number of classes per year, etc. Only submit justification and quantities for items that need to be increased or decreased in relation to your current TTR using the CRAMMO program. The remaining items will be assumed to be valid requirements for the outyears unless noted in the CRAMMO program.

(b) All activities shall maintain a running total of expenditures versus allocation to be updated each time an ATR is submitted. This action will assist midyear review, will prevent under or over expenditure of munitions, and will assist in preparing the Non-Combat Expenditure Summary due each 15 October.

6. Safety and Security. Important adjuncts to ordnance allocation and expenditure are safety and security. All procedures and rules for the safe and secure use, storage, and protection of ordnance must be strictly followed.

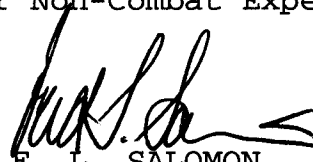
7. Reports. The following report control symbols are approved for 3 years from the date of this instruction:

a. Paragraph 5b(1), Ammunition/Weapons Program Manager Designation - NETC 8011-1.

b. Paragraph 5b(5), Non-Combat Expenditure Summary Report - NETC 8011-2.

c. Paragraph 5b(8), Non-Combat Expenditure Allocation Midyear Review - NETC 8011-3.

d. Paragraph 5b(13), Outyear Non-Combat Expenditure Requirements - NETC 8011-4.


F. L. SALOMON
Chief of Staff

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Distribution (CNETINST 5218.2E):

Lists I (1,5-13,17,20,22,25,26,27,29,31,35,36,41,42), II (5-8),
V (7-18)

SNDL 26J2 (COMAFLOATRAGRU MIDPAC, WESTPAC, only)

FA31 (ATFPWDC EWTGLANT)

FT3 (NAVPERSDEVCOM)

FT17 (CENNAVAVNTECHTRA)

FT23 (CENSEABEESFACENG)

FT25 (CENEODDIVE)

FT32 (CENSUBLEARNING)

FT39 (CENCRYPTOLOGY)

FT72 (DPTNAVSCI)

FT74 (NROTCU)

CATNSF

CENSURFCOMBATSYS

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FISCAL YEAR (XXXX) NCEA EXPENDITURE SUMMARY REPORT FORMAT

From: (Activity Name)
To: Commander, Naval Education and Training Command (N414)
Subj: FISCAL YEAR XXXX NCEA EXPENDITURE SUMMARY REPORT
Ref: (a) NETCINST 8011.1

1. The following is submitted per reference (a):

<u>NALC</u>	<u>ALLOCATION</u>	<u>EXPENDED</u>
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(ONE LINE PER NALC, USE AS MANY LINES AS NEEDED)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Point of contact is _____, (Rank/Rate) _____,
(Code) _____, (DSN): _____, (EMAIL): _____.

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NCEA MIDYEAR REVIEW FORMAT

From: (Activity Name)
 To: Commander, Naval Education and Training Command (N414)
 Subj: FISCAL YEAR XXXX NCEA MIDYEAR REVIEW
 Ref: (a) NETCINST 8011.1

1. The following is submitted per reference (a):

<u>NALC</u>	<u>NOMENCLATURE</u>	<u>CURRENT NCEA</u>	<u>INCREASE(+) OR DECREASE(-)</u>	<u>REVISED NCEA</u>	<u>REASON CODE</u>
(ONE LINE PER NALC, USE AS MANY LINES AS NEEDED)					
_____	_____	_____	_____	_____	_____*
_____	_____	_____	_____	_____	_____*
_____	_____	_____	_____	_____	_____*
_____	_____	_____	_____	_____	_____*

2. Point of contact is _____, (Rank/Rate) _____,
 (Code) _____, (DSN): _____, (EMAIL): _____.

* REASON CODES:

- A - Lost opportunity
- B - Range non-availability
- C - Weather conditions
- D - Schedule/training plan change
- E - Insufficient allocation
- F - NALC item not required
- G - Other reason (describe)

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FORMAT FOR REQUESTING NCEA CHANGES
(Letter or Message)

From: (Activity Name)
 To: Commander, Naval Education and Training Command (N414)
 Subj: FISCAL YEAR XXXX NCEA CHANGE REQUEST
 Ref: (a) NETC PENSACOLA FL XXXXXXZ XXX XX (NCEA Message of
 Current FY or latest NCEA change message)

1. Request reference (a) be modified as follows:

<u>NALC</u>	<u>DESCRIPTION</u>	<u>ALLOCATION</u>	
		<u>CURRENT</u>	<u>REVISED</u>
_____	_____	_____	_____
_____	_____	_____	_____

2. Justification: (Must be strong and supportable)

Examples:

a. CIN XXX XXX class load increase to _____.

b. Increase in Auxiliary Security Force (ASF) from 100 to 120 personnel because of adding one new post for base defense.

3. Estimated time approval required: _____ quarter of FY ____.

4. Activity point of contact is _____, (Code) _____,
 (DSN): _____, (EMAIL): _____.